Welcome. This webinar begins at 2:00PM To hear the audio portion of this webinar, please call: 1-800-621-8523 Participant code: 2482409

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Central Contractor Registration (CCR)



Robert Burton, CCR/FedReg Program Manager
General Services Administration
Host: Tom Erdelyi, U.S. Dept. of Ed, Office of
The Chief Information Officer

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Slide 3

# Why must grantees register with the CCR?

The U.S. Department of Education's (ED) Grants Management System (G5) will begin disbursing payments via the U.S. Department of Treasury rather than through the Federal Reserve as in the past. As a result, all grantees and payees who receive payments from ED must register in the CCR, the U.S. Federal Government's primary registrant database.

Why must grantees register with the CCR?

# When must grantees register with the CCR?

Grantees must register their Tax Identification Number (TIN) and Data Universal Number System (DUNS) before March 31, 2010 in the CCR database to allow for timely processing of this information.

The Department's Grants Management System (G5) will begin disbursing payments to grantees via Treasury on April 19, 2010.

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When must grantees register with the CCR?

## Outreach/Communication

- Existing grantees/payees were notified via mail and email of the new requirement to have their DUNS & TIN numbers registered in the CCR in order to receive grant funds from ED.
- Grant Award Notifications (GANs) will include Attachment V "Registration of DUNS and TIN Numbers in the CCR" – which informs grantees of the new requirements.
- The Notice Inviting Applicants (NIA) and application packages will include information on the new requirements.
- Program staff, via listservs or monitoring contacts, have been informing grantees of the new requirements.

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Outreach/Communication

### **Documentation Reference**

- For detail documentation pertaining to CCR New Registration
  - See <a href="https://www.bpn.gov/ccr/handbook.aspx">https://www.bpn.gov/ccr/handbook.aspx</a>
  - Select document format under "Registration Screenshots"

**Documentation Reference** 



Welcome to CCR

### What You Need to Register (1 of 2)

What You Need To Register

IMPORTANT: Review the following FOUR key items you need before beginning registration.

- Data Universal Numbering System (DUNS) Number provided by Dun and Bradstreet(D&B)
- + More detail
- Tax Identification Number (TIN) and Taxpayer Name used in Federal tax matters
- \*Not required for non-U.S. registrants\*
- + More detail
- 3. Statistical Information about your business
- + More detail
- 4. Electronic Funds Transfer (EFT) Information for payment of invoices
- \*Not required for non-U.S. registrants\*
- + More detail
- ""NOTE: ITEMS 1 AND 2 MAY BE COLLECTED AT THE SAME TIME.""
- + Full listing and descriptions of all information needed to register.

Close Window

- (

What You Need to Register (1 of 2)

### What You Need to Register (2 of 2)

#### International Registrants

A foreign company that performs work outside the United States is required to register in the Central Contractor Registration (CCR) system in order to be awarded a contract, except under extenuating circumstances, in accordance with Federal Acquisition Regulations 4.1101(a)(5) in the FAR.

Step 1: Obtain a new or existing Data Universal Numbering System (DUNS) Number from Dun and Bradstreet (D&B) by using the online web form process.

If you require additional D&B assistance, please email ccrhelp@dnb.com.

#### Step 2: Get an NCAGE code before beginning your registration in CCR.

Foreign companies must first obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE) code from the appropriate source. Use the <a href="NCAGE">NCAGE</a> online form to obtain an NCAGE. In block 2 of the form, select "Other" if your country is not listed.

If the form cannot be submitted via internet, or you have any questions about this form or have problems with it, call +9269 9617766 (DSN 661-5757) or send a message to NCAGE@dla.mil.

#### Step 3: Register in CCR.

You may begin your CCR registration 24 hours after you have received your D&B DUNS number.

A U.S. Tax Identification Number (TIN) and Electronic Funds Transfer (EFT) information are NOT required if you are located in a foreign country.

Start Registration

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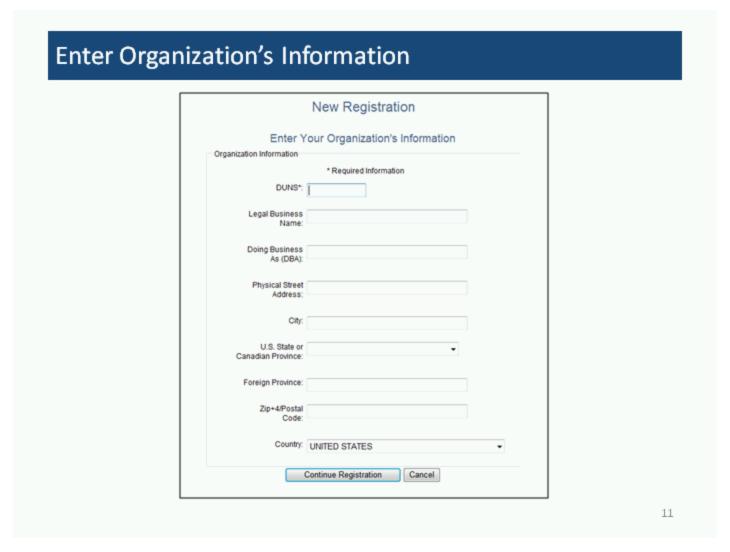
Related Links

D&B Web Form for DUNS Number Request

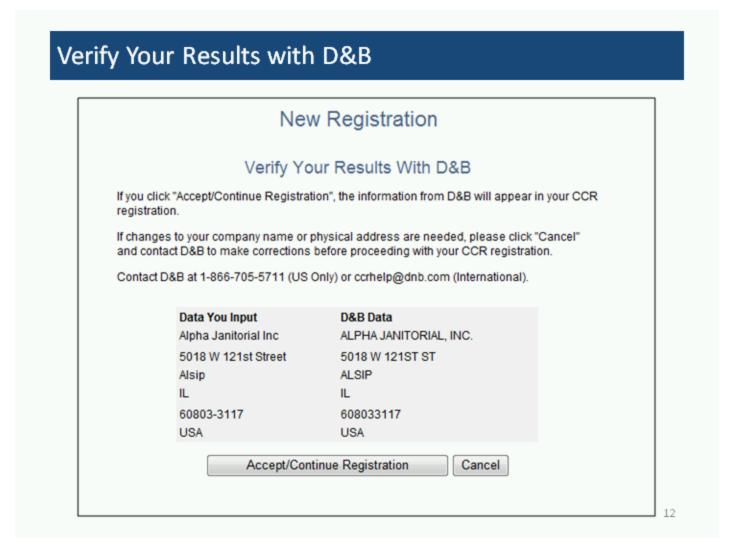
International FAO's

**NCAGE** 

What You Need to Register (2 of 2)



Enter Organization's Information



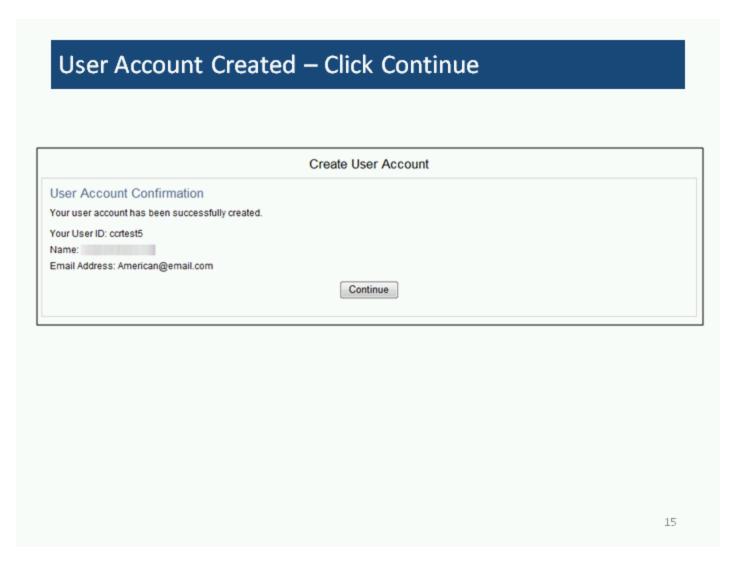
Verify Your Results with D&B

New Users	If you have not yet created a user account, please Create a User Account	
Existing Users		
	User ID: Password:	
	Log In	
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**Click Create User Account** 

0	ete Henry Annound		
	ate User Account		
Enter User Information (* Required Information)			
Email*: (e.g. email@bon.gov)			
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Password*: min 8 characters, case sensitive			
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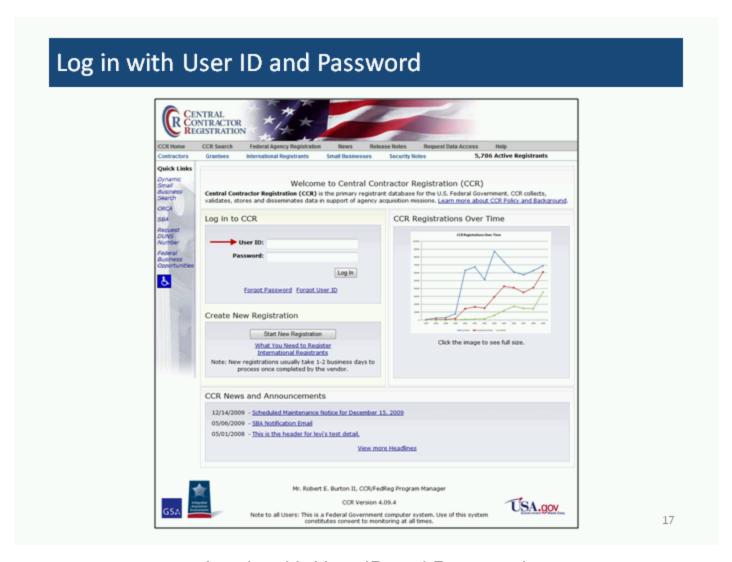
Enter User Information and Choose Security Questions



User Account Created – Click Continue

	New Registration
match what is on file at D&B for this You may:  1. Try again by correcting your is 2. Contact D&B to make a chan US Registrants: D&B Custor International Registrants: D&	nput below OR uge to your D&B DUNS Record.
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Organization Information	ou organization monitori
	* Required Information
DUNS*:	831226449
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Doing Business As (DBA):	
Physical Street Address:	
City:	
U.S. State or Canadian Province:	•
Foreign Province:	
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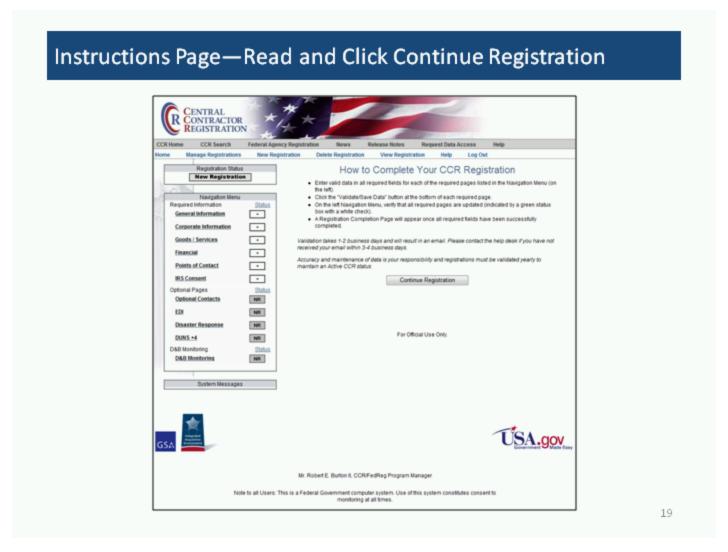
When Your Input Does Not Match D&B Sufficiently



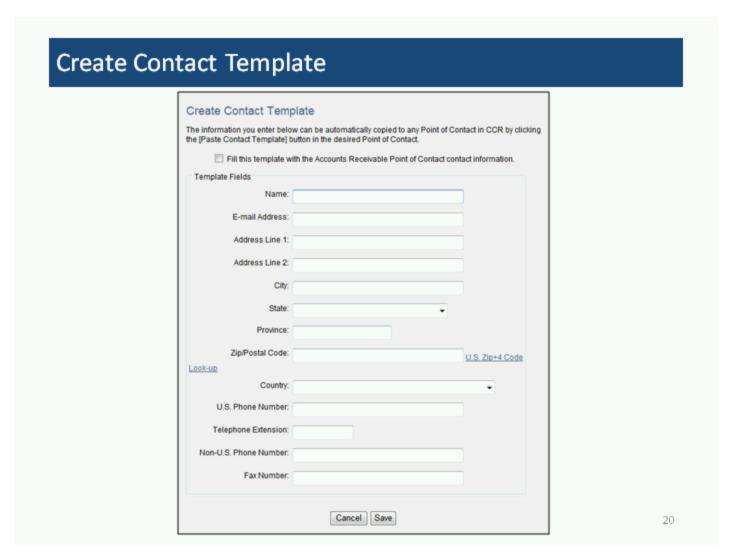
Log in with User ID and Password



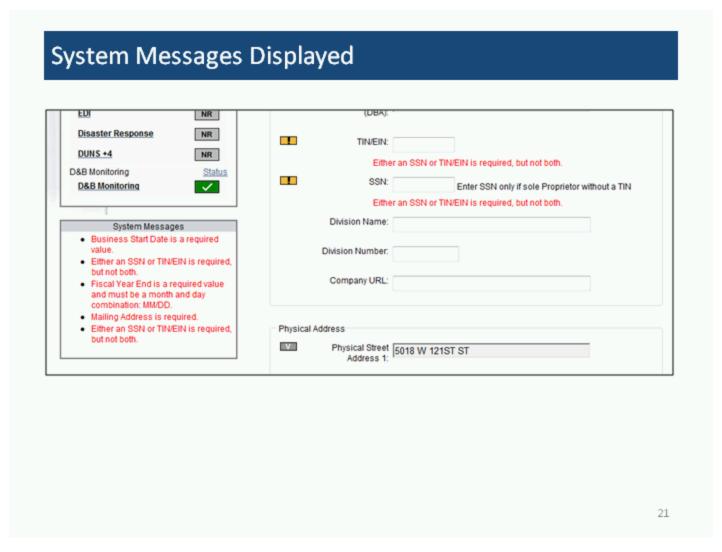
Manage Registrations Page: Click New Registration



Instructions Page—Read and Click Continue Registration



**Create Contact Template** 



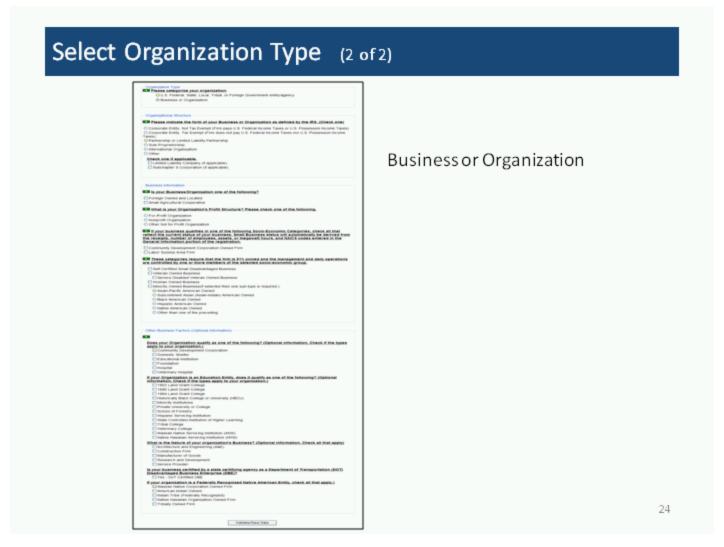
System Messages Displayed



Corporate Information Page



Select Organization Type (1 of 2)



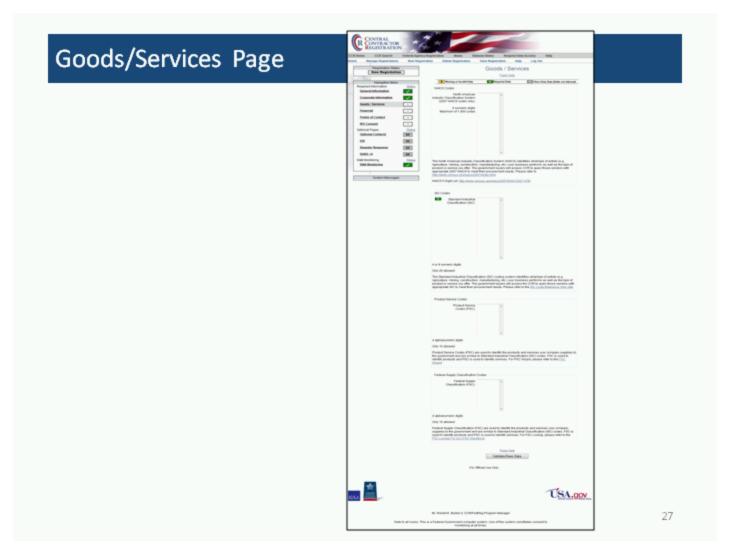
Select Organization Type (2 of 2)

O. gain	zational Structure
* Plea	se indicate the form of your Business or Organization as defined by the IRS. (Check one)
Corportation Check	prate Entity, Not Tax Exempt (Firm pays U.S. Federal Income Taxes or U.S. Possession Income Taxes) prate Entity, Tax Exempt (Firm does not pay U.S. Federal Income Taxes nor U.S. Possession Income ership or Limited Liability Partnership Proprietorship national Organization  (a one if applicable, nited Liability Company (if applicable)
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	U.S. State code list

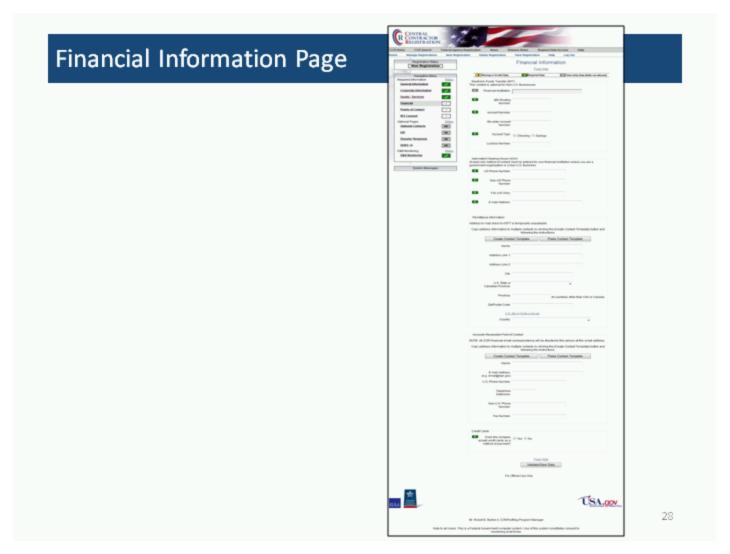
Corporate Entity Selected on Corporate Information page

_ Or	rganizational Structure	
Ple	vase indicate the form of your Business or Organization as defined by the IRS. (Select one)	
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0	Corporate Entity, Tax Exempt (Firm does not pay U.S. Federal Income Taxes nor U.S. Possession me Taxes)	
01	Partnership or Limited Liability Partnership	
0:	Sole Proprietorship	
	International Organization	
	Other	
	Limited Liability Company (if applicable) Subchapter S Corporation (if applicable)	
	Sole Proprietorship Point of Contact	
Req	quired if you selected "Sole Proprietorship" as Type of Organization	
	Name:	
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	U.S. Phone Number:	
	Telephone Extension:	
	Non-U.S. Phone Number:	
	110111001	

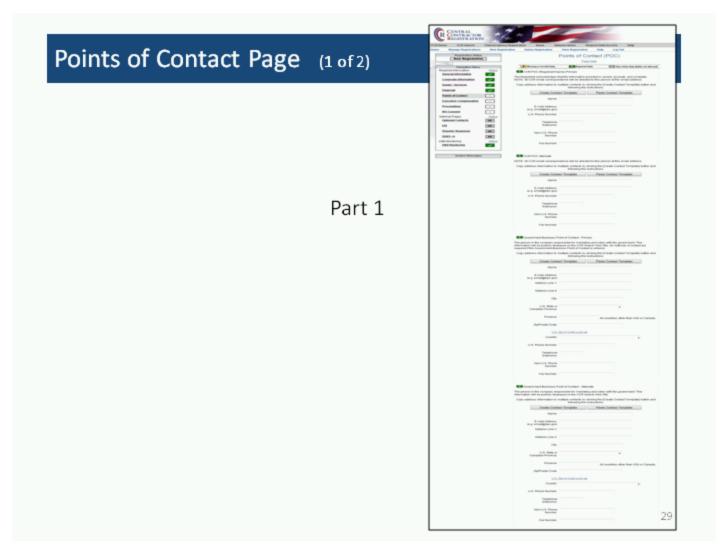
Sole Proprietorship Selected on Corporate Entity Page



Goods/Services Page



Financial Information Page



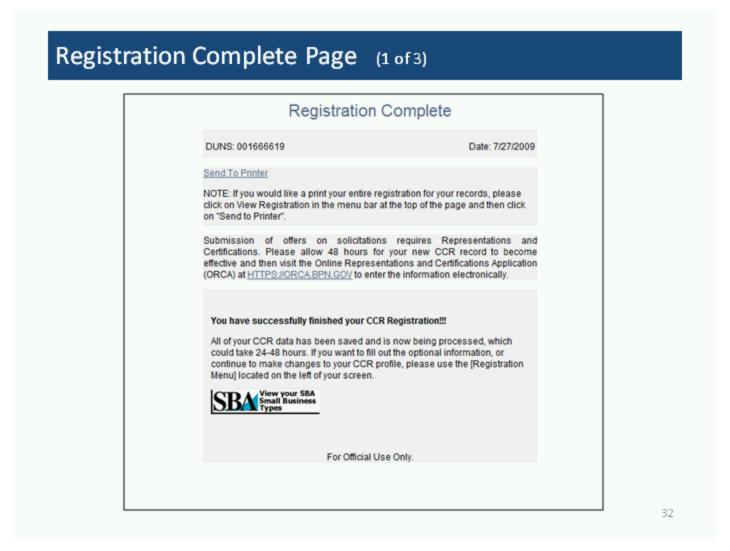
Points of Contact Page (1 of 2)

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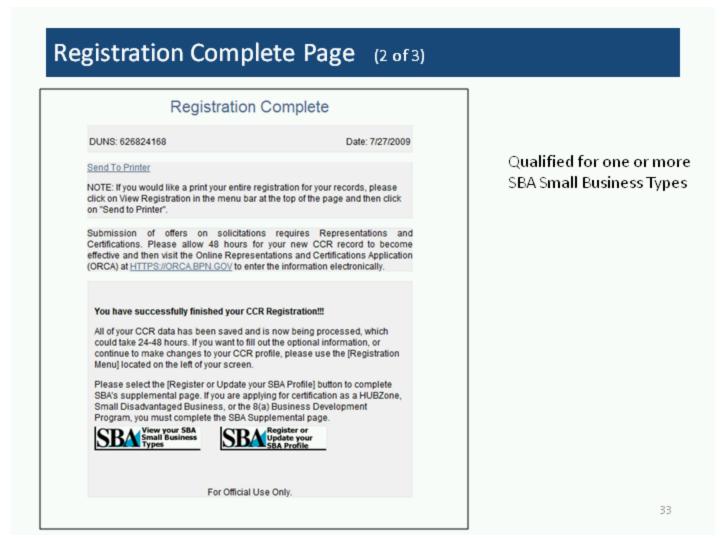
Points of Contact Page (2 of 2)



**IRS Consent Page** 



Registration Complete Page (1 of 3)



Registration Complete Page (2 of 3)

### Registration Complete Page (2 of 3)

### Registration Complete

All of your CCR data has been saved and is now being processed, which could take 24-48 hours. If you want to fill out the optional information, or continue to make changes to your profile, please use the [Registration Menu] located on the left of your screen. Otherwise to leave this program, click "Quit CCR" on the application menu.

Submission of offers on solicitations requires Representations and Certifications. Please allow 48 hours for your new CCR record to become effective and then visit the Online Representations and Certifications Application (ORCA) at <a href="https://orca.be/n.gov">https://orca.be/n.gov</a> to enter the information electronically.

Our records indicate that DUNS number 002643443 also resides in the Federal Agency Registration (FedReg). We will be notifying the FedReg POC for DUNS Number 002643443 that a CCR record is being created using that DUNS number.

You have successfully finished your CCR Registration!!!

All of your CCR data has been saved and is now being processed, which could take 24-48 hours. If you want to fill out the optional information, or continue to make changes to your CCR profile, please use the [Registration Menu] located on the left of your screen.

Note: CCR is currently unable to check for any new SBA Small Business Types. Select the [View your SBA Small Business Types] button for more details.

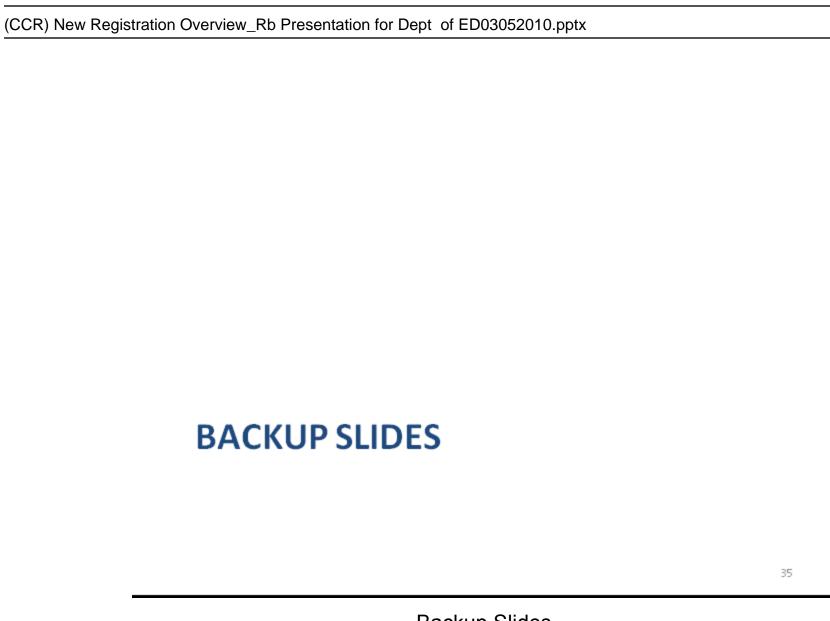


For Official Use Only.

DUNS Number in FedReg Message

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Registration Complete Page (2 of 3)



Backup Slides



User Account Pages: New Registration Page



Manage Registrations Page



Edit User Information Page

Change Password		
Enter New Password (* Required Fields)		
Old Password*:  New Password*:  min 8 characters, case sensitive 1 each: upper/lower case, number, special character  Confirm Password*:  See Additional Password Rules		
(	Change Password Cancel	

Change Password Page



Manage Users Page

## Frequently Asked Questions

- How often do grantees need to register with the CCR?
   Answer: You must renew and validate your registration at least 12 months from the date you previously registered.
- 2. Is it mandatory that all grantees doing business with ED register with the CCR?
  - Answer: Yes. If you do not register, you risk not receiving payments.
- Who do I contact if I have a question?
   Answer: If you need assistance with the CCR registration process, contact the CCR Federal Service Desk at 866-606-8220 or click on the following URL to submit a request: https://www.fsd.gov/clients/

If you have questions that are G5 specific, contact the G5 Hotline at 888-336-8930 or you may also email edcaps.user@ed.gov.

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Frequently Asked Questions

## Frequently Asked Questions

- 4. Will my grant payment be withheld if my DUNS and TIN is not registered in the CCR by April 19, 2010?
  - Answer: No. You must call the G5 Hotline at 888-336-8930 to request payment.
- Must grantees in receipt of Recovery Act funds register with the CCR? Answer: Yes
- 6. What happens if I make a payment request in G5 and do not have a DUNS or TIN registered in the CCR?
  - Answer: G5 will generate an error message. You must call the G5 Hotline at this point to request payment.
- Do I need to register for a DUNS and TIN for each grant award or payee? Answer: Yes.

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Frequently Asked Questions